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FEDERAL WOMAN'S AWARD

Care of
U. S. Civil Service Commission
1900 E Street, N.W.
Washington, D. C. 20415

January 14, 1975

Honorable William E. Colby
Director
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Colby:

As Chairman of the Board of Trustees for the Federal Woman's Award, I am pleased to extend to you an invitation to submit nominations from your agency for the 15th annual Federal Woman's Award, to be presented in October 1975 in Washington, D. C.

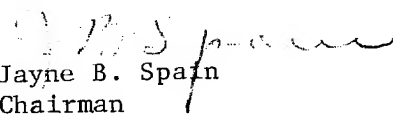
The vigorous interest in the Federal Woman's Award program shown each year by the President and by heads of agencies has played an important role in its success. The program offers a valuable opportunity to pay high tribute and to focus nationwide attention on the accomplishments of your exemplary career women. I am sure you will want to start immediately on the staff work that will lead to nomination of outstanding candidates from your field offices, as well as your Washington headquarters.

We would like to remind the agencies that there are no criteria with regard to the age of women nominees. While young women may not have had lengthy careers, some of their contributions are very significant. The Board is also conscious of the fact that the vast majority of nominations are women in the upper grade levels and we would like to call your attention to the criteria for nominations -- that women who have attained a rank equivalent to grade GS-9 or above are eligible. We would also like to remind the agencies that there is no limitation on how often women may be nominated by their respective agencies, provided they have not been a recipient of the award previously.

~~The closing~~ date for receipt of nominations is May 1. A sample nomination form and criteria for nominations are enclosed. Your agency may obtain additional forms by addressing a request to the Federal Woman's Award, care of the U. S. Civil Service Commission, Washington, D. C. 20415, or by calling 632-5568.

Your agency's participation in this important program will be most welcome. The Board joins me in anticipating the nominations of the highly able and dedicated career women of your agency whom you believe are qualified for this honor.

Cordially,


Jayne B. Spain
Chairman

Enclosures

FEDERAL WOMAN'S AWARD

Criteria for Nominations

ELIGIBILITY FOR AN AWARD

Any woman in the Executive Branch of the Federal Government with not less than three years continuous, full time, or five years continuous part-time (minimum twenty-six hours per week) service in the competitive or excepted service at the time of nomination for the award, other than in a Schedule C position, who has attained a rank equivalent to GS-9 of the Classification Act of 1949, or above, and who has not previously received the award, shall be eligible to receive an award based upon career service which has been characterized by outstanding ability and achievement in an executive, administrative, professional, scientific, or technical position.

Eligibility may be based upon achievements having an important effect on a major Government program, or it may be based upon the specific outstanding accomplishments which have made, or are making, an important contribution to administrative, social, scientific, or technical progress in the work of a Federal agency. Eligibility for an award shall further depend upon performance which has demonstrated a high degree of personal integrity, honesty, judgment, and quality either of leadership or of sustained individual performance.

NOMINATIONS

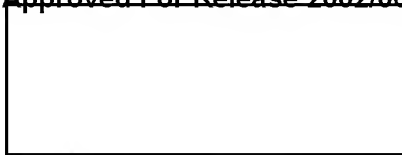
Each department and agency may submit no more than six nominations. The purpose of providing for more than one nomination is to permit a distribution of nominations among age groups as well as occupational categories. Nominations must be submitted by the head of the department or agency concerned.

Nominations must be submitted on the forms provided, an original and five copies, each one enclosed in a folder -- do not use plastic protective pages. All information requested on the form must be furnished. Extra sheets may be attached to the forms if necessary.

Specific examples and details of achievement must support each nomination. All information should be described in terms of factual data rather than opinion, and be in sufficient detail to be easily understood.

Submit nominations to Chairman, Board of Trustees, Federal Woman's Award, care of the U. S. Civil Service Commission, Washington, D. C. 20415, no later than May 1, 1975. In the event your agency has no candidates to submit for this year, please notify the Board accordingly.

January 1975



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Federal Woman's Award:

The forms provided must be used; leave no spaces blank. Continuation sheets can be used.

Prepare in an original and five copies and place each one in a folder.

"Specific examples and details of achievement must support each nomination. All information should be described in terms of factual data rather than opinion, and be in sufficient detail to be easily understood."

I have the forms.

*Bill,
The draft is being coordinated with CCS and security. Please start drafting the staff paper which will be used to obtain DCI signature and DCI letter to forward nomination.*

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